



# SACRAMENTO POLICE DEPARTMENT

## GENERAL ORDERS



### 532.07 PLANNED POLICE OPERATIONS 6-12-2025

#### PURPOSE

The purpose of this order is to establish procedures for completing an Incident Action Plan for planned police operations.

#### POLICY

It shall be the policy of the Sacramento Police Department (SPD) to establish efficient communication, provide timely notifications, and work cooperatively with the department and outside agencies to carry out major police operations and special operations.

#### PROCEDURE

##### A. DEFINITIONS

1. FIELD OPERATION – A special operation or major police operation that develops rapidly or from an emergency situation, rendering it impractical to preplan.
2. INCIDENT ACTION PLAN (IAP) - A written plan utilizing the SPD Form 898 variations providing information pertaining to a planned operation.
  - a. Officers assigned to a partner agency as a task force officer can utilize that agency's form in lieu of the SPD 898 variations.
3. MAJOR POLICE OPERATION – A police operation requiring police presence involving four or more officers including, but not limited to: labor disputes, civil protests, public gatherings, and public events (e.g., parades, fairs, rallies).
4. PLANNED OPERATION – A special operation or a major police operation where there is sufficient time to plan and prepare a coordinated response.
5. SPECIAL OPERATION – A police operation involving four or more officers including, but not limited to, the service of arrest and search warrants, surveillance, probation and parole searches, and other investigative police operations.

##### B. GENERAL

1. Planned operations shall require an IAP.
2. IAPs shall:
  - a. Be completed using SPD Form 898 variations, available on the Automated Manual System.
  - b. Be emailed to the Communications Division, (CommIAP@pd.cityofsacramento.org).
  - c. This order is intended to detail planned operations and is not meant to delay officers from handling assigned field operations. In these situations, officers may initiate a call (via mobile data computer [MDC]) or advise the SPD Communications Center (via phone or radio).
3. Planned operations shall be organized, staffed, and equipped to ensure safety for all involved parties.

##### C. SUPERVISOR RESPONSIBILITIES

1. The supervisor of a planned operation shall:
  - a. Be responsible for all the notifications of this order.
  - b. Review the operation and conduct the necessary planning to minimize the risk to life and property.
  - c. Verify the location and the identity of the participants and suspects.
  - d. Confirm any requisite warrant, search conditions, or probable cause for the action.
  - e. With as much advanced notice as possible and through the chain of command, request personnel to staff the operation focused on the safety of all persons.
  - f. Consider logistical requirements (e.g., transportation, scheduling, size of the event,



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equipment, meals).

- g. Procure and provide the necessary equipment to ensure the success of the operation, including safe entry or apprehension.
  - h. Enter, or designate personnel to enter, a CAD call into Versadex which shall include:
    - (1) The call type (e.g., GP, ATTPU).
    - (2) The location.
    - (3) The purpose of the police operation (e.g., DUI checkpoint, probation search, surveillance).
    - (4) The names and identifiers of involved persons or physical descriptions of unidentified subjects.
    - (5) The designated police radio channel.
    - (6) The officers assigned to the call and their radio identifiers.
  - i. Notify the watch commander of the progress and resolution of an operation.
2. The supervisor or designee for a planned operation shall contact the appropriate district sergeant and watch commander to ensure that the notification of the planned operation and IAP has been received.
- a. The supervisor or designee shall be responsible for the following watch commander notifications:
    - (1) Field operation details prior to initiation.
    - (2) Progress of field operations.
    - (3) Resolution of field operations.
3. At the conclusion of the operation, the supervisor or designee shall ensure that all involved personnel are accounted for and logged off with the SPD Communications Center.

### A. NOTIFICATIONS

- 1. IAPs shall be distributed to all affected agencies, offices, divisions, or sections via email, fax machine, or if necessary, hand delivery of a printed copy. The chain of command within affected offices, divisions, or sections shall be notified prior to an operation.
- 2. Primary distribution of IAPs shall include:
  - a. SPD chiefs.
  - b. SPD captains.
  - c. SPD lieutenants.
  - d. Watch commanders.
  - e. Communications center.
  - f. District sergeants.
  - g. Outside agencies.
    - (1) Affected agencies shall be notified in advance of an operation if assistance from the agency is required or if the operation occurs within their jurisdiction.
    - (2) If an operation has the potential to result in the arrest and booking of multiple adult or juvenile suspects, the Sacramento County Sheriff's Department and Sacramento County Juvenile Probation should be notified as soon as practical to request that adequate staffing is available to handle multiple adult or juvenile arrestees.
    - (3) At the request of a supervisor, the SPD Communications Center shall be responsible for advising affected outside agencies of special operations and major police operations conducted by the SPD that are occurring outside the city or when requests for assistance are generated from SPD.
- 3. If officer safety could be jeopardized based on the sensitive and confidential nature of an operation, the supervisor may disregard the notification distribution of this order if all the following apply:
  - a. Approval from their division captain via the chain of command.



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- b. Approval and notification of the on-duty watch commander.
  - 4. If any operation could significantly impact Warrants Radio or Vehicle Updates, the section commander or designee shall notify a Records Division supervisor as soon as practical to ensure that adequate staffing is available for the operation.
  - 5. IAPs contain confidential and investigative information and shall not be released or disseminated to any person, entity, or party not identified in this order.